

Sign-up Instructions

American Recovery and Reinvestment Act Monthly Employment Report (ARRA-MER) Web Application

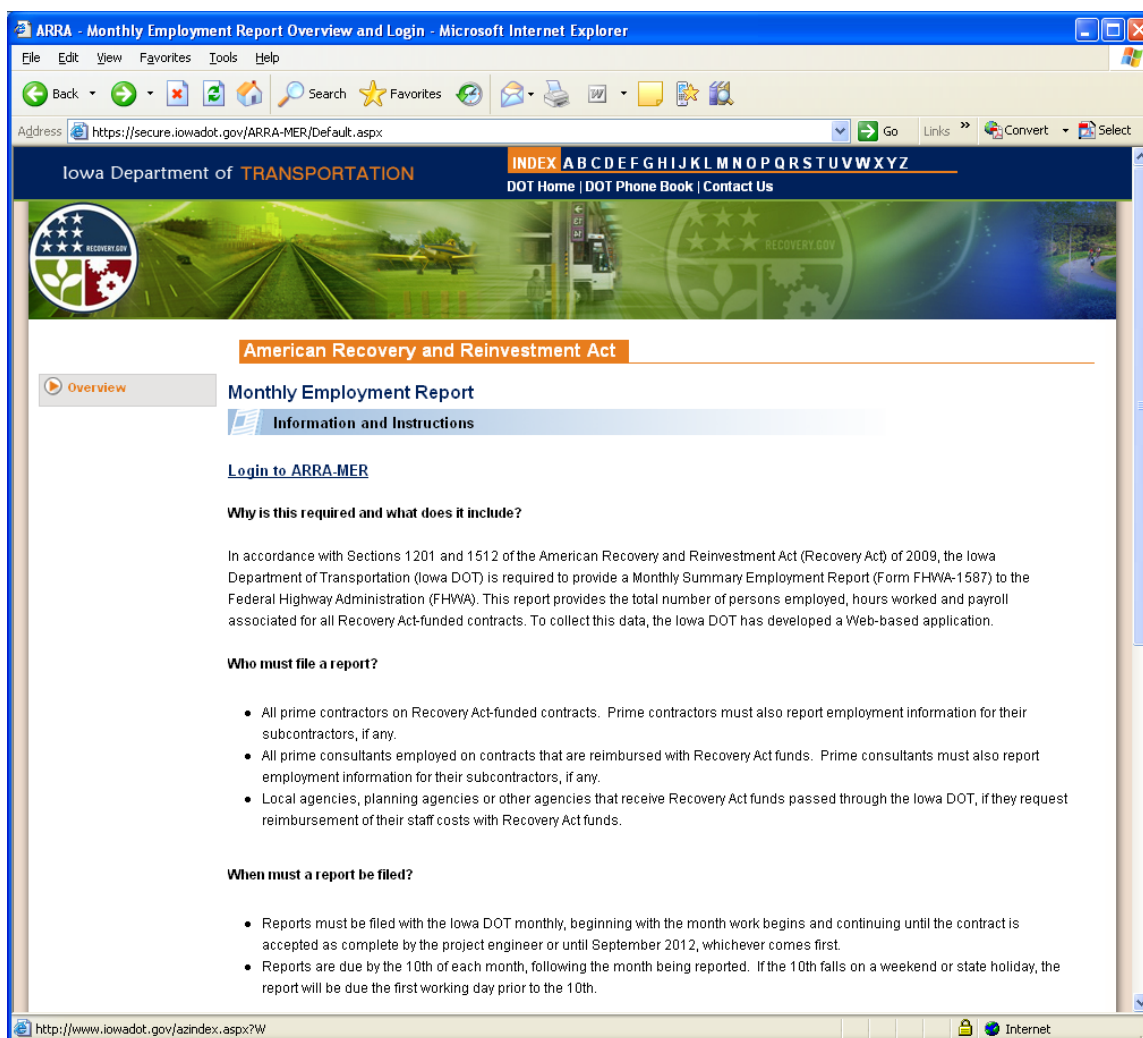
Note: In order to gain access to the Iowa DOT's ARRA-MER web application, users must complete a two-part process:

1. set up an account using the State of Iowa Enterprise A&A System, and
2. request Iowa DOT verification.

Instructions for each part are provided below. Users will not be able to submit or review their monthly employment reports until both parts of the process are complete.

Part 1 – Set up an account using the State of Iowa Enterprise A&A System

1. Click on <https://secure.iowadot.gov/ARRA-MER/Default.aspx> to open the ARRA-MER Information and instructions page, as shown below:



- Click on "Login to ARRA-MER" to open the Enterprise A&A sign-in page, as shown below:

Enterprise A&A Service - SSO Logon - Windows Internet Explorer

https://test.i... Google

Enterprise A&A Service - S...

DOT American Recovery and Reinvestment Act - Monthly Employment Report

Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Sign into DOT American Recovery and Reinvestment Act - Monthly Employment Report here.

Enter your Account Id and password to sign into DOT American Recovery and Reinvestment Act - Monthly Employment Report.

Account Id:

Password:

☐ Take me to my Account Options after I Sign In.

[Sign In](#)

Account Id Examples:

- *firstname.lastname@iowaid*
- *firstname.lastname@iowa.gov*
- *firstname.lastname@iwd.iowa.gov*
- *firstname.lastname@dhs.state.ia.us*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

You are looking at SSO Logon Transaction Id: 524102
©2004 State of Iowa, DAS-ITE Version 2.4.5.1

Done Internet 100%

3. Click on "Create An Account" from the tabs across the top.

Enterprise A&A Service - SSO Logon - Windows Internet Explorer

https://test.iowa.gov/enl

Enterprise A&A Service - SSO ...

DOT American Recovery and Reinvestment Act - Monthly Employment Report

Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Create an account for DOT American Recovery and Reinvestment Act - Monthly Employment Report here.

Create An Account Tab

Sign up now to get credentials you can use for DOT American Recovery and Reinvestment Act - Monthly Employment Report and at other Enterprise A&A enabled sites.

First Name:

Last Name:

[Register](#) ?

Before Beginning:

- You must have a valid email address.
- The same PC and browser must be used for your entire registration.
- Make sure your browser has Cookies and JavaScript enabled.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions.

You are looking at SSO Logon Transaction Id: S30MRV
©2004 State of Iowa, DAS-ITE Version 2.4.5.1

4. Enter your first and last name, then click the "Register" button, as shown below:

Enterprise A&A Service - SSO Logon - Windows Internet Explorer

https://test.i... Google

Enterprise A&A Service - S...

DOT American Recovery and Reinvestment Act - Monthly Employment Report

Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Create an account for DOT American Recovery and Reinvestment Act - Monthly Employment Report here.

Sign up now to get credentials you can use for DOT American Recovery and Reinvestment Act - Monthly Employment Report and at other Enterprise A&A enabled sites.

First Name: Jim

Last Name: Jones

1. Fill in First and Last Name

2. Click Register Button

[Register](#) ?

Before Beginning:

- You must have a valid email address.
- The same PC and browser must be used for your entire registration.
- Make sure your browser has Cookies and JavaScript enabled.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions.

You are looking at SSO Logon Transaction Id: 52410Z
©2004 State of Iowa, DAS-ITE Version 2.4.5.1

Internet 100%

5. The system will automatically fill-in the Account ID field. Complete this page by entering your email address and click the "Save Account Details" button, as shown below:

Enterprise A&A Service - SSO Registration - Windows Internet Explorer

https://test.i...

Single Sign On -

Account Id: JIM.JONES @IOWAID

First Name: Jim

Last Name: Jones

Email: jim.jones128@gmail.com

Confirm Email: jim.jones128@gmail.com

Save Account Details Cancel

You are looking at SSO Registration Transaction Id: 0UXY1T

Enterprise A&A

©2004 State of Iowa, DAS-ITE Version 2.4.5.1

1. Fill in the email information
2. Click the Save Account Details button

Done Internet 100%

6. The system will process your Account ID. When finished you will be presented with a screen informing you that your account is being processed and an email will be sent to your account that will provide you with instructions to validate your account information, as shown below:

Enterprise A&A Service - SSO Reg Confirmation - Windows Internet Explorer

https://test.i...

Single Sign On -

An email has been sent to the email address you provided. It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent we have no way to track this email to determine if or when you will or have received it. If you do not receive an email within 2 days and or complete the registration process defined in this email you will be required to start the registration process over.

Make sure to check your spam or blocked email folders as in rare occurrences email security products are not allowing this email to be received normally.

****ATTENTION****

Deleting browser cookies will prevent you from completing your registration. Some browsers can be configured to delete cookies upon exit. If you are unsure how your browser is configured we recommend you leave this window open and immediately complete the registration using the instruction that have just been emailed to you.

You are looking at SSO Reg Confirmation Transaction Id: 0UXY1T

Enterprise A&A

©2004 State of Iowa, DAS-ITE Version 2.4.5.1

Done Internet 100%

7. After your Account ID is processed, you should receive a notification e-mail from the State of Iowa, similar to the one shown below. The e-mail confirms the account credentials you provided in the preceding steps.

Account Confirmation for DOT American Recovery and Reinvestment Act - Monthly Employment Report Inbox | X

★ **entaa-noreply@iowa.gov** to me [show details](#) Apr 16 (6 days ago) [Reply](#) | ▼

Welcome from Enterprise A&A!
****Before you can begin using DOT American Recovery and Reinvestment Act - Monthly Employment Report you will need to complete the account activation process.****
 This e-mail is a confirmation of the account you requested for DOT American Recovery and Reinvestment Act - Monthly Employment Report.

Account Details
 Account ID: JIM.JONES128@IOWAID
 Your name: Jim Jones
 E-Mail: jonesjim128@gmail.com

If you did not request this account or think this e-mail was sent in error, please forward this note to DAS-ITE Service Desk (ITE.ServiceDesk@iowa.gov).

To start the account activation process click on the following link or paste the following address in your browser:
<http://test.iowa.gov/entaa/sso?reg=Z2AL36>
 Your Registration Confirmation Token is: Z2AL36

Account Activation Process Instructions.

1. Click link found above in this email.
2. Enter Confirmation Token found above in this email. The Token is also part of the link above, and may be pre-filled for you.
3. Enter Code from image on web screen.
4. Click "Confirm My Account" ---- (If you get an error see below for possible error reasons.)
5. Choose two baseline questions and then make your own question. --- (These are security questions you can answer later if you ever forget your password.)
6. Enter your password. (Reminder - Passwords must be min of 8 characters, a mix of upper and lower case, and must contain at least 1 number and one special character such as !\$*)
7. Sign in using new account.

At this point, you can delete this email. Your account has been created successfully and the Confirmation Token will no longer be needed.

8. In the e-mail notification, click on the link provided to activate your account. **You must click on this link**, otherwise the account activation process will not be completed. After clicking on the link, you will see a page similar to the one shown below:

The screenshot shows a web browser window titled "Enterprise A&A Service - SSO Login - Windows Internet Explorer". The address bar shows "http://test.iowa.gov/entaa/ssso". The page content is titled "DOT American Recovery and Reinvestment Act - Monthly Employment Report". Below the title is a blue header with "Enterprise A&A" and a link "What Is A&A?". The main heading is "Account Confirmation".

An information icon and text state: "You have recently registered for a new account. You must complete the confirmation process before you will be allowed to continue."

STEP 1

Enter the 6 character Registration Confirmation Token found in the Account Confirmation Email you received.

If you did not receive an email or are having an issue with Step 1 click the following button to create a [New Account](#)

Input field: Z2AL36

STEP 2

Image showing the word "ricke" in a stylized font.

Enter the code shown above or [play audio code](#)

or [Get me one I can read!](#)

Input field: ricke

STEP 3

[Confirm My Account](#)

Footer text: "You are looking at SSO Account Management Confirmation ©2004 State of Iowa, DAS-ITE" and "Transaction Id: S30MRV Version 2.4.5.1".

9. Step 1 on the Account Confirmation page will be filled out automatically. Complete Step 2 by typing the keyword that is displayed in the image. Complete Step 3 by clicking on the "Confirm My Account" button.

10. On the following page, choose 3 security questions and fill out the answers, as shown on the page below. When complete, click on the "Save Identity Baseline" button.

Enterprise A&A Service - SSO Initialize Account - Windows Internet Explorer

https://test.iowa.gov/eni

DOT American Recovery and Reinvestment Act - Monthly Employment Report

Self Service Password Change - DOT American Recovery and Reinvestment Act - Monthly Employment Report

Identity Baseline for JIM.JONES128@IOWAID

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:
What was the name of your childhood pet?

Answer 1: [text box] Confirm: [text box]

Question 2:
What color was your first car or truck?

Answer 2: [text box] Confirm: [text box]

Question 3 (Create your own question.):
What was the name of your first girlfriend?

Answer 3: [text box] Confirm: [text box]

Save Identity Baseline **Cancel**

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

Done Internet 100%

11. On the following page, enter a password in each of the fields. Your password must contain at least 8 alphanumeric characters including at least one special character such as ! or @. When complete, click on the "Save New Password" button.

Enterprise A&A Service - SSO Initialize Account - Windows Internet Explorer

https://test.iowa.gov/enl

Google

Enterprise A&A Service - SSO ...

DOT American Recovery and Reinvestment Act - Monthly Employment Report

Self Service Password Change - DOT American Recovery and Reinvestment Act - Monthly Employment Report

Password Change for JIM.JONES128@IOWAID

Enter new password:

Confirm new password:

Password Rules:
Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character. Note: You may not use pieces of your name or e-mail address in your password.

Save New Password Cancel

You are looking at SSO Initialize Account Transaction Id: S30MRV

Enterprise A&A

©2004 State of Iowa, DAS-ITE Version 2.4.5.1

Done Internet 100%

12. After clicking on the "Save New Password" button on the preceding page, you should be returned to the original State of Iowa Enterprise A&A login page. You are now ready to sign in to the ARRA-MER web application with your new Account ID and password.

Part 2 – Request Iowa DOT Verification

1. On the Enterprise A&A sign-in page, enter your Account ID and password and click on “Sign In” and click on , as shown below:

Enterprise A&A Service - SSO Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://entaa.iowa.gov/entaa/sso?appId=DOT_ARRA&callingApp=... Go Links Convert Select

DOT American Recovery and Reinvestment Act - Monthly Employment Report

Enterprise A&A What Is A&A?

[SIGN IN](#) [CREATE AN ACCOUNT](#) [FORGOT PASSWORD](#) [FORGOT ID](#)

Sign into DOT American Recovery and Reinvestment Act - Monthly Employment Report here.

Enter your Account Id and password to sign into DOT American Recovery and Reinvestment Act - Monthly Employment Report.

Account Id:

Password:

☐ Take me to my Account Options after I Sign In.

Account Id Examples:

- *firstname.lastname@iowaid*
- *firstname.lastname@iowa.gov*
- *firstname.lastname@iwd.iowa.gov*
- *firstname.lastname@dhs.state.ia.us*

[Need an Account?](#)
[Forgot Password?](#)
[Forgot Id?](#)

You are looking at SSO Logon Transaction Id: CTFRD0
 ©2004 State of Iowa, DAS-ITE Version 2.4.5.1

Internet

2. When you sign-in for the first time with your new Enterprise A&A account, the Unassociated Entry page will open.
3. Check the appropriate radio button to indicate if you are a contractor or a project engineer.
 - If you are a contractor, your screen should resemble what is shown below. Enter the name of your firm in the space provided and click on the “Send to DOT” button.

ARRA - Monthly Employment Report Unassociated Entry - Windows Internet Explorer

http://localhost/ARRA-MER/EntryOnly.aspx

File Edit View Favorites Tools Help

Google Search

ARRA - Monthly Employment Report Unassociated Entry

Iowa Department of **TRANSPORTATION**

INDEX A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DOT Home | DOT Phone Book | Contact Us

American Recovery and Reinvestment Act (Recovery Act) of 2009

Overview

Monthly Employment Report

Unassociated Entry

Your user sign-up has been completed, but your access has yet to be confirmed by the program administrator. After the Iowa DOT confirms you are an authorized user, your access to the Monthly Employment Report system will be allowed.

Be sure to provide your company's name, if you are a contractor, or the name of your local agency and contract id you will be responsible for, if you are a project engineer. This information will help the Iowa DOT get in contact with you to verify your identity.

User Type:

☒ Contractor

☐ Engineer

Contractor/Agency Name

Iowa Department of Transportation

Policies and Statements | Applets and Plug-ins

Iowa Department of Transportation - 800 Lincoln Way - Ames, IA 50010

- If you are serving as a local agency project engineer, your screen should resemble what is shown below. Enter the name of the local agency you are representing and the Contract ID(s) that you will be responsible for. When finished, click on the “Send to DOT” button.

Note: If the Contract ID you provided does not match a Contract ID in the system, you will not be allowed to complete the verification process. You will receive a message indicating you need to try again after the contract has been loaded into the ARRA-MER application. Local agency contracts should be loaded into the ARRA-MER application shortly after a copy of the fully executed contract is received by the Iowa DOT Office of Contracts.

ARRA - Monthly Employment Report Unassociated Entry - Windows Internet Explorer

http://localhost/ARRA-MER/EntryOnly.aspx

File Edit View Favorites Tools Help

Google Search

ARRA - Monthly Employment Report Unassociated Entry

Iowa Department of **TRANSPORTATION**

INDEX A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DOT Home | DOT Phone Book | Contact Us

American Recovery and Reinvestment Act (Recovery Act) of 2009

Overview

Monthly Employment Report

Unassociated Entry

Your user sign-up has been completed, but your access has yet to be confirmed by the program administrator. After the Iowa DOT confirms you are an authorized user, your access to the Monthly Employment Report system will be allowed.

Be sure to provide your company's name, if you are a contractor, or the name of your local agency and contract id you will be responsible for, if you are a project engineer. This information will help the Iowa DOT get in contact with you to verify your identity.

User Type: ☐ Contractor ☒ Engineer

Contractor/Agency Name

Contract ID

Send to DOT

Iowa Department of Transportation

Policies and Statements | Applets and Plug-ins

Iowa Department of Transportation - 800 Lincoln Way - Ames, IA 50010

4. An e-mail notification will be sent to the Iowa DOT. Upon receipt of the e-mail notification, the Iowa DOT will contact the contractor or local agency you supplied to confirm that you are the designated person to provide or review the monthly employment data on their behalf.
5. After verifying your account credentials, the Iowa DOT will provide you with appropriate access to the ARRA-MER web application.
 - If you are a contractor, you will be provided access to all the contracts awarded to your firm.
 - If you are a project engineer, you will be provided access to the contractor reports for the contracts awarded by your agency.
6. After the Iowa DOT provides you with access to the contracts for your firm or agency, you will receive an e-mail confirming you are now ready to log-in and begin using the ARRA-MER web application. For more information, refer to one of the following step-by-step instructions for contractors or project engineers, as appropriate:

[Contractors Instructions](#)

[Engineer Instructions](#)